



City of Santa Clara
Parks and Recreation Department
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Senior Center
1303 Fremont St.
Santa Clara, CA 95050-5099
Updated 06/23/09
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FACILITY USE INFORMATION SENIOR CENTER

The City of Santa Clara provides the Senior Center for the use and enjoyment of residents of the age of 50 and older. The following guidelines and rules have been established for private use of this facility.

I. WHO CAN USE THE FACILITY?

Priority	Requirements
1	City of Santa Clara sponsored activities.
2	Santa Clara Unified School District, other school districts having reciprocal agreements with the City and other schools located within the City limits.
3	West Valley/Mission College, other governmental units and public agencies.
5	Semi-public agencies and political organizations.
6	Non-profit community service groups, civic associations, churches and charitable organizations based in the City of Santa Clara.
8	Special interest groups (dance clubs, photo clubs, art associations, sports clubs, etc.) with a minimum membership of 51% City of Santa Clara residents.
9	Private Parties: (Social Activities) <ul style="list-style-type: none">• All groups priority #1 - 8 above who wish to conduct a special activity not open to the general public.• City of Santa Clara business firms and Santa Clara based organizations conducting official company or social activities.• City of Santa Clara residents conducting private, family or invitational parties, receptions, picnics, etc. (For a wedding ceremony or reception, the bride, groom, bride's parents or groom's parents must be City of Santa Clara residents.)
10	Fund raising activities - all priorities in categories 2-8.

II. HOW DO I APPLY?

- A. All reservation applications must be made in-person at the Senior Center, 1303 Fremont Street, Santa Clara. A City of Santa Clara resident must be present to complete a permit application. No reservations will be taken by phone.
- B. Event must be for the benefit and/or use of adults over the age of 50 years [i.e. Golden anniversary, birthdays, weddings (the bride or groom must be at least 50 years of age), etc.].
- C. Proof of Santa Clara residency is required. Organizations with 51% Santa Clara-resident membership must provide, within 7 working days a application, a roster including the organization's name, the names and addresses of its members, and their phone numbers.
- C. City of Santa Clara facilities may not be used by commercial groups for business activities, seminars, training sessions, etc.
- E. The Senior Center Staff will not accept applications earlier than 4 months to the day nor later than 7 days in advance. If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day. (Example: If June 6th is the desired date, the earliest application date is February 6, the latest is May 30.) There are no exceptions to this rule.

Reservation Schedule

<u>Month of Use</u>	<u>When to Apply</u>	<u>Month of Use</u>	<u>When to Apply</u>
January	September	July	March
February	October	August	April
March	November	September	May
April	December	October	June
May	January	November	July
June	February	December	August

F. Reservations:

Reservations are accepted at the opening of business at the Senior Center. Please call to confirm office hours. If there is more than one person simultaneously applies to reserve the same date, Senior Center staff will check the applicants' Santa Clara residency requirements. Then the applicants will draw numbers. The person drawing the lowest number will receive approval preference. Only one person per group may draw a number. Drawing takes place at the opening of business hours, 4 months in advance of use date.

G. Hours of Use:

- The Senior Center may be reserved between 8:00 am-11:00 pm, Monday through Friday, 9:00 am-11:00pm on Saturday, and 11:00 am-11:00 pm on Sunday. Rental time must include set-up and clean-up time.
- Meetings and social events require a three hour minimum rental of facility and staff.
- Fundraising events require a four hour minimum rental of facility and staff.
- Room charges begin at the time applicant enters the facility, including time required for set-up/decorating.
- The Parks and Recreation Department will determine the number of staff required for the function and the length of time they are scheduled.

H. Confirmation:

Reservation applications are subject to Senior Center approval. After Senior Center management has reviewed an application, it will send the applicant written application confirmation or rejection. This will occur approximately 7 to 10 days after application submission.

I. Room rental includes:

City owned tables and chairs. Rental tables and chairs are **not** allowed in City facilities.

J. Deposits:

Security deposits are due at time of booking to hold reservation date. The Senior Center will refund an applicant's security deposit if, in the estimation of Senior Center management, no damage has occurred to the facility or facility property, and the area used is in reasonably clean condition (i.e. Tables cleared; balloons, strings and decorations picked up; trash in receptacle). If permit application is not approved, and/or if no damage occurs to facility and area is left in clean condition with tables cleared and trash placed in receptacles provided. All decorations must be removed and discarded in appropriate receptacles. .

- Deposits are automatically refunded by mail (if paid by check or cash) or refunded to credit card (if paid by credit card) approximately three weeks after the event.
- General Provisions of Fee Schedule.

- Applicant must make every effort to adhere to rental hours. If event lasts longer than originally billed, extra hours will be deducted from the security deposit.
- If event ends before time designated on application, fees will not be prorated.

K. Balance of Fees:

The balance of fees is due no later than ten (10) days before date of reservation. Where fees exceed \$400.00, a twenty-five percent (25%) down payment is due at time of booking; remaining balance due 10 days prior to reservation date.

L. Smoking is not allowed in any room.

III. WHAT FACILITIES ARE AVAILABLE FOR RENT?

	MAXIMUM CAPACITY	FEES- PRIORITY 1	FEES- PRIORITY 2 & 9	FEES- PRIORITY 3, 5, 6 & 8	FEES- PRIORITY 10	SECURITY DEPOSIT	FOOD	BEER, WINE & CHAMPAGNE	AMPLIFIED SOUND
Senior Center									
Auditorium w/table seating	270	Free	\$63.00/hr.	N/A	%15 of gross receipts or same as priority 9	\$150.00	YES	YES	YES
Auditorium w/ theatre seating	500	Free	\$63.00/hr.	N/A		\$150.00	YES	YES	YES
Kitchen	n/a	Free	\$38.00/hr.	N/A		N/A	N/A	N/A	NO
Personnel	n/a	Free	\$16.00/hr.	\$21/hr.		N/A	N/A	N/A	N/A
Conference Room	20	Free	\$26.00/hr.	\$21/hr.		\$50.00	YES	NO	NO
Mezzanine	47	Free	\$26.00/hr.	\$21/hr.		\$50.00	YES	NO	NO
Dance Theater Rm.	44	Free	\$26.00/hr.	\$21/hr.		\$50.00	YES	NO	NO
Ceramics Room	35	Free	\$26.00/hr.	\$21/hr.		\$50.00	YES	NO	NO

IV. FOOD AND ALCOHOL REGULATIONS

A. FOOD

- If an event is to be catered, a caterer from the City's "Approved Caterer's List" may be selected, but is not required. This list is available at the Senior Center.
- If the desired caterer is not listed that caterer must complete required documents provided by the City (i.e. business license, proof of insurance). Once completed application has been received and approved, that caterer will be added to the City's list for one year.
- The name of the selected caterer and any necessary paperwork must be submitted to the Senior Center office no later than ten (10) working days prior to the date of the event.
- Caterers and participants may enter the facility no earlier than the time listed on the permit.

B. ALCOHOL

- Serving of wine and beer is permissible only when indicated on the permit application.

V. SET UP AND CLEAN UP

A. SET-UP

- Set-up of tables and chairs is provided. Rental tables and chairs are not allowed in city facilities.
- Decorations which can be safely removed are allowed. Decoration time must be included in the use time and appropriate fees will be charged.

B. CLEAN UP

- The kitchen must be cleaned after use. All garbage must be bagged so that it may be disposed of by building staff.
- Group must be cleaned up and all individuals out of the building by the time listed on the permit.
- All activities must conclude no later than 11:00 pm in the Senior Center. All participants and caterers must be out of the building at that time.

VI. GENERAL INFORMATION

- A. If residency is falsified, all fees and facility reservations will be forfeited.
- B. City Ordinance #1529 prohibits smoking in any public building.
- C. If the facility reservation regulations are violated, the applicant forfeits both the use fees and security deposit; reservations will be refused for future use.
- D. Reservations cancelled at least seven (7) days in advance are subject to a \$25.00 cancellation fee which is taken from the security deposit. Cancellations made less than 7 days in advance will forfeit all rental fees as well as the \$25.00 cancellation fee.
- E. Throwing of rice, birdseed, etc. is not permitted on Senior Center grounds.
- F. Rooms are available for public use on a space-available basis.
- G. Only one permit per day will be scheduled.